



## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

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**JERRY E. POWERS**  
Chief Probation Officer

October 17, 2013

### **ADDENDUM NUMBER TWO TO REQUEST FOR PROPOSALS (RFP) # 6401311 TO PROVIDE COMPREHENSIVE SERVICES TO THE ASSEMBLY BILL (AB) 109 POPULATION**

This is Addendum Two to Request for Proposals to Provide Comprehensive Services to the Assembly Bill (AB) 109 Population (RFP # 6401311), which was released on September 27, 2013. The Addendum contains responses to the written questions that were submitted prior to the Mandatory Proposers' Conference held on October 15, 2013. The Addendum is posted on the following websites:

Los Angeles County "Doing Business with US":  
[http://doingbusiness.lacounty.gov/main\\_db.htm](http://doingbusiness.lacounty.gov/main_db.htm)

Los Angeles County Probation:  
<http://probation.lacounty.gov/wps/portal/probation/work>

**Proposals are due on Friday, November 22, 2013, 12:00 p.m., (Pacific Time). No late proposal will be accepted. We look forward to receiving your proposal.**

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Howard".

Tasha Howard, Director  
Contracts & Grants Management Division

**PROVIDE COMPREHENSIVE SERVICES TO THE ASSEMBLY BILL (AB) 109  
POPULATION RFP #6401311**

**QUESTIONS**

1. Question: The Pricing Sheet is identified as both Exhibit B and Exhibit 11 in the RFP. We will be referring to this document as Pricing Sheet to avoid confusion.

a. Is the bidder allowed to add additional items to the Pricing Sheet to align with the Budget Sheet (Exhibit 13)?

**Answer:** No.

b. Exhibit 13, Sample Budget Sheet is formatted as a monthly budget. Is this the format required from the bidder?

**Answer:** This is a sample budget. As such, a monthly budget is preferred but not required.

2. Question: Appendix B (SOW), Page 2, Section 2.1, System Navigation, states, "To meet the stated goals and objectives, contractor shall provide the following:

"Contractor shall provide eight (8) System Navigators that shall be responsible for assessing the participants' community re-entry. A System Navigator shall be located at each of the seven (7) County AB 109 Supervision Area Offices and the Sheriff's Department County Jail (Appendix C, Technical Exhibit 5). Each System Navigator shall work four (4) days per week, Monday through Thursday, excluding County holidays, from 10:00 a.m. to 3:00 p.m."

a. Will the bidder be required to supply equipment at Area Offices and Sheriff's Department?

**Answer:** County will provide desk, chair, and phone. All other equipment that is necessary to provide the required services must be provided by the Agency.

b. Will these positions be required to conduct any field work?

**Answer:** No

3. Question: RFP page 6, paragraph 1.4.6 states "PROPOSER must have an administrative business office located within or adjacent to the County of Los Angeles."

Please define adjacent – may a proposer have an administrative office located anywhere within a county that borders LA County, or must that office be within a certain distance of the border with LA County?

**Answer:** The administrative business office must be located in LA County or any County adjacent to LA County.

4. Question: RFP page 26, paragraph 2.8.1 states "The Proposals must be typewritten or computer generated on 8 ½" x 11" white papers, with 1" margins, in a standard 12-point font, single sided, single space with each page numbered consecutively and the original, as well as each copy, must be bound in a secure manner and submitted in the prescribed format."

Do binder clips satisfy the "in a secure manner" requirement, or should proposals be submitted in 3-ring binders or similar binding?

**Answer:** Binder clips satisfies this requirement.

5. Question: RFP pages 30-31, Section B.2: Proposer's References/Work History contains apparently repetitive requirements. Section B.2.1. states "The PROPOSER must provide a specific listing of all current and previous Contracts with the COUNTY, other governmental agencies, or the private sector in related areas or similar services in the last three (3) years ..." and Section B.2.4 requires the submission of Exhibit 3, which contains the same information. Similarly, Section B.2.3.1 requires "Reference of large client organizations contracting for similar services including, if available, public organizations of a similar size and structure and nature as the County of Los Angeles Probation Department" and Section B.2.4. requires the submission of Exhibit 2, which contains the same information.

- a. Should the proposer supply the same information in each place, in essence duplicated information for each of these subsections of Section B?

**Answer:** A Proposer may provide the required information twice or provide it once and refer to its location in the other sections where it is also required.

b. Is it acceptable to provide the full information in only one subsection, and to refer to its location in other subsections where the information is required again?

**Answer:** Yes

c. Can a proposer list the LA Probation Department as one of its references, if the proposer has performed relevant services under contract with Probation?

**Answer:** Yes

6. Question: RFP page 31, RFP Section B.2.4 requires the proposer to submit Exhibits 2, 3, and 4. These Exhibits are required again in Section G: Business Proposal Required Forms.

Should the exhibits be provided twice – once in Section B and once in Section G – simply duplicating the exhibits, or is it acceptable to provide the Exhibits in only one Section and to refer to their locations in the other Section where they are required again?

**Answer:** A Proposer may provide the required information twice or provide it once and refer to its location in the other sections where it is also required.

7. Question: RFP page 32, Section C: Proposer's Approach to Provide Required Services states " ... This section shall be a comprehensive plan to show how the PROPOSER will provide the services requested by the COUNTY including, but not limited to the requirements in Appendix B, Statement of Work, Paragraph 2.0 "Specific Tasks": [bullet point] start-up plan; and [bullet point] method of providing required services; and [bullet point] plan for maintaining confidentiality and security; and [bullet point] plan for handling emergency conditions ..."

RFP 2.9.5, page 32, Section C: Proposer's Approach to Provide Required Services

Do these instructions mean that a proposer should respond to each of the bullet points for each of the "Specific Tasks" described in the Scope of Work Paragraph 2.0? Or, do the instructions mean that proposers should address each of those bullet points once, and include its proposal to provide the services requested by Paragraph 2.0 either in the context of those bullet points or in addition to responding to the bullet points?

**Answer:** The information listed on RFP Section 2.9.5, Section C, page 32 are instructions for the Proposer for describing their approach to providing the required services. It is up to the Proposer to determine how each bullet should be addressed.

8. Question: RFP page 28, Section B.1.2 requires the proposer to submit an organizational chart, to include any staff who will work on the project.

a. Must the proposer already employ all staff who will work on this project?

**Answer:** Please refer to RFP Sections B.1.1 and B.1.2.1, pgs. 28-29.

Question: b. May the proposer indicate "to be hired" for any position(s) that will serve this project, if the proposer does not already employ someone who is appropriate to perform the work required of that position?

**Answer:** Please refer to RFP Sections B.1.1 and B.1.2.1, pgs. 28-29.